

ACTION FOR BOSTON COMMUNITY DEVELOPMENT, INC.

Since 1964, ABCD has operated the citywide **Head Start** program in Boston, providing crucial early childhood development to low-income families. Parents are active participants in Head Start, approving staff and budgets, and reviewing policies and development plans.

Early Head Start serves pregnant women, infants and toddlers, providing very young children with care and stimulation proven to aid brain development in the earliest years.

AUGUST 19, 2011

HEALTH SERVICES MANAGER

The ABCD Head Start and Children's Services Program is seeking a Health Services Manager.

Assist the Health Coordinator in planning, implementing, and evaluating high quality, comprehensive health services according to the prioritized needs of each assigned Early Head Start, Head Start and ABCD Partners/Delegate program. Ensure health services are in compliance with health standards as determined by federal, state and agency guidelines. Participate in team meetings to identify new or recurring health needs of enrollees, monitor implementation of individual health plans, and communicate health and safety needs of enrollees and their families to program staff. Provide timely and accurate health-related advices and communication to Early Head Start/Head Start/ABCD Partners families, program staff, policy groups and communities. Delegate duties to Health Services Aides and provide written input to their annual evaluations as needed. Perform other related duties as required.

Minimum of a Bachelor's degree in Nursing or related health field, or a Medical Doctor degree from a medical school listed in the International Medical Education Directory (IMED) required. A current RN license in Massachusetts or a higher academic or licensing credential highly preferred. Must have three or more years of experience working in health services at Head Start, early childhood services or community health services. Demonstrated expertise in child and community health issues required. Competency in using computer hardware and software to effectively maintain health services records, communication and professional health presentations required. Must have good interpersonal and communication skills. Must be able to work sensitively and effectively with individuals of diverse educational, socio-economic and cultural backgrounds.

Please note: this is a forty-three (43) week school year position and is temporary through March 31, 2012. Continued employment is contingent upon receipt of additional funding.

*All applications and inquiries should be directed to the Human Resources Department, 178 Tremont St. Boston, MA 02111, Fax: (617) 423-7693, or email hr@bostonabcd.org
Please visit our website at www.bostonabcd.org for additional employment listings.*

ABCD Inc. is an equal opportunity employer actively seeking applications under its affirmative action program.